



VAN VALEY RENTAL POLICY

The Everett Parks & Recreation Department is pleased you are interested in one of its facilities. It is your responsibility to read and follow all rules and regulations listed as well as all other park codes. For a complete list of park codes, visit www.everettwa.gov and search park codes. If you have any questions, please inquire at the Recreation Office. Regular office hours are Monday through Friday, 9 a.m. to 5:30 p.m. **The telephone number is (425) 257-8300 ext. 2.**

Event Coordination: Prior to your event, please call Susan DiPietro at 425-257-6306 to confirm layout and final details.

Conditions of Use – Please read carefully.

1. **Rental hours:** Facilities may be rented between the hours of 9 a.m. and 11 p.m. Hours must run consecutively and include time needed for delivery of supplies and cleanup. Early arrivals will not be permitted without prior approval. Extra fees will be charged for use beyond scheduled hours. Refunds will not be given for hours not used. Minimum time usage is two hours.
2. **Set-up and clean-up:** Users are responsible for their own set-up and clean-up during their rental time and are required to leave the facility as it was found. Next day clean-up is not allowed. All food, decorations, flowers, etc. must be removed. A clean-up checklist and cleaning supplies will be provided. Failure to clean facility may result in a loss of all or part of the deposit.
3. **Alcohol:** Alcohol is permitted (additional damage deposit paid) with a Banquet Permit available at the Washington State Liquor Control Board website <http://liq.wa.gov/licensing/banquet-permits>. Everett Parks and Recreation must receive a copy of the permit one week prior to the event. The permit must be posted in the facility. Caterers may post their Class I license in lieu of a Banquet Permit. No alcohol permitted beyond premises.
4. **Not allowed:** Smoking; keg beer; red or purple punch; rice, silly string, confetti, birdseed; bubbles inside the house; nails, tacks, staples, glue, tape or anything that penetrates the wood or walls. No lighted candles except unity candle during wedding ceremony or candles on a birthday cake.
5. **Conduct:** Renters are responsible for the conduct of their guests and any damages or loss caused by guests. Performer conduct and performance content, whether live or recorded, must be appropriate for general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
6. **Staff:** Everett Parks and Recreation staff will be on site during the event. Lack of cooperation with staff in resolving problems or illegal activities will result in the event being stopped and the facility being secured.
7. **Cancellation Policy:**
 - a. To cancel or change a reservation 90+ days prior to rental date – 50% of rental fee kept by Parks Dept.
 - b. To cancel or change a reservation 90 days prior or less: no refund

Everett Parks & Recreation Office
802 E Mukilteo Blvd.
Everett, WA 98203
(425) 257-8300 ext. 2